

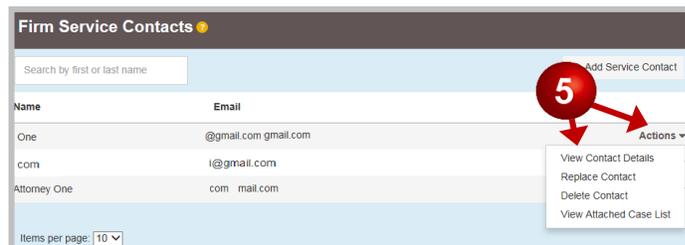
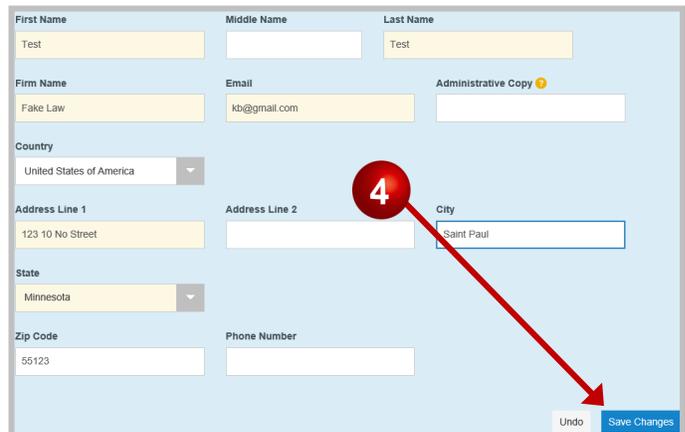
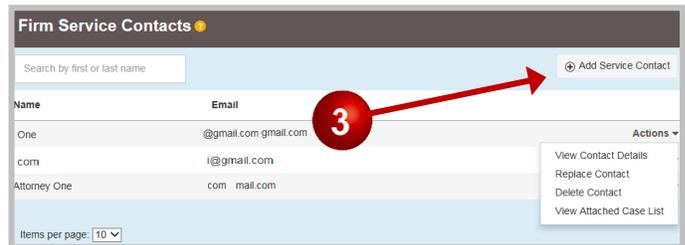
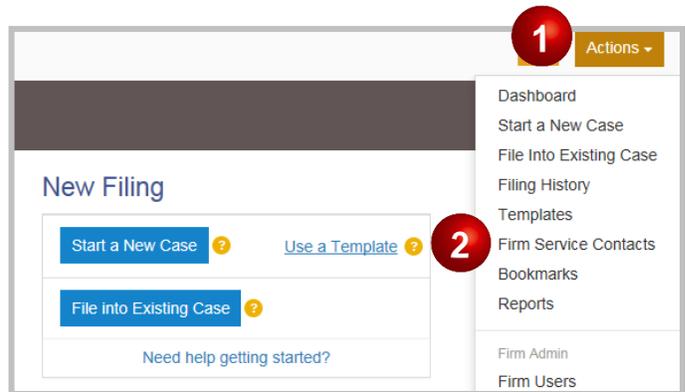
## Adding and Removing Service Contacts from the List and Case

### Add and remove service contacts from the list

1. From the eFile and eService (eFS) home page, click **Actions**.
2. Select **Firm Service Contacts** from the dropdown. Select **Service Contacts** from the dropdown if not part of a firm.
3. Review the service contact list of names before adding another service contact. Click **Add Service Contact** to add a new service contact.
4. Enter all required information for the service contact and click **Save Changes**.
5. The name will display on the list. After the name is added to the list, click **Actions** across from the contact name to:
  - View Contact Details
  - Replace Contact
  - Delete Contact
  - View Attached Case List



Users must be registered in eFile and eServe before adding a service contact. Go to [www.mncourts.gov/efile](http://www.mncourts.gov/efile) on the eFile and eServe Training tab for more information.



## Adding and Removing Service Contacts from the List and Case

### Add and remove service contacts on a case

1. Click **File into an Existing Case**.
2. Enter the MNCIS case number and click **Search**. If the case number is not available, filers can click **Actions** and **Filing History** to locate the case.
3. The case information will display. Across from the case information, click **Actions** and select **View Service Contacts**.
4. The Service Contact list will display. Across from the party name, click **Actions** and select **Add From Firm Service Contacts**. Click **Add Service Contacts** if not part of a firm.
5. Check the box next to the service contact name to add it to the case. Uncheck the box from the service contact names to remove it from the case. Repeat steps 5-6 to add or remove the service contact for each party on the case.
6. Click **Close**, and the service contact will be added to the case.



Only case participants not listed in the case party record (e.g., probation officers or guardians ad litem), are listed under Other Service Contacts. Go to <https://www.mncourts.gov/efile> on the eFile and eServe Training tab for more information.

